

**Association of Unit Owners of the
Island Homeowners Association
REA: Request for Interior
Alterations or Modification**

Section 200.001. Article VII Section 2: By-Laws, Amendment 3 states:

“All additions, alterations or improvements, whether of a unit by the unit owner or of a common element by the Association, must also be approved by the Design Committee to the extent required by the Salishan Hills Declaration.” All such additions, alterations or improvements must also have Island Board of Directors approval. All proposed work requiring approval by both Salishan Hills Design Committee and the Association Board of Directors, is to be done by a licensed contractor who must submit proof of license as well as liability insurance equal to that of the Association. (6/4)

Preamble

Because unauthorized modifications, particularly those performed by unlicensed contractors, have the potential to damage not only the unit, but also the adjoining unit, all interior work must be approved by the Board prior to beginning any project. It is everyone’s responsibility to maintain complete and accurate records for each unit, especially when unit are sold.

Failure to receive Board approval can and will result in:

Fines from the Association

Jeopardy to insurance claims

Payment for interior damage to more than one unit

Difficulty in selling the unit because of substandard work performed by unlicensed contractors

Difficulty in selling the unit because of no approved permit from Lincoln County

Date: _____

Unit Number: _____

Owner’s Name(s): _____

Owner’s Address (if different from above: _____

Cell Phone: _____ Home Phone: _____ Work Phone: _____

PROPOSED PROJECT

Alteration

Addition

DESCRIPTION (Briefly describe the proposed alteration or addition to the property)

DETAILED MATERIALS LIST:

ACKNOWLEDGEMENTS:

I understand that, if approved, I am responsible for the costs of materials and labor for this project and any ongoing maintenance that results from the modifications.

cannot compromise the integrity of the adjoining unit. Major electrical, plumbing, and structural changes must be evaluated by the board, and, if necessary, the owner may be asked to obtain an engineer's report at their own expense.

I understand it is my responsibility to obtain all necessary licenses and permits, and that all workmanship must meet local codes. (Each owner is responsible to obtain permit[s] from the County of Lincoln if needed)

- I agree to use only materials specifically approved by this application and should other materials or modifications be needed outside of this approved application, I must submit another REA subject to further approval by the Committee and the Board.
- I have attached samples, drawings, photos, blueprints, contractor's license and insurance, and any necessary permits.
- I understand that I am responsible for the removal of all construction debris, and that should the contractor not remove the debris, I am subject to any costs associated with that removal.
- I will submit a Notice of Completion (NOC) within 30 days of completion of the project. This NOC will become part of the property file for future reference.

Owner's Signature: _____

Owner's Signature: _____

Please complete all items and MAIL/FAX/EMAIL this request to **BOTH** the Island Board President islandpresent19@gmail.com and Teresa Baron, Property Manager, Association of Unit Owner of The Island PO Box 246, Gleneden Beach 97388, Islandmanager19@gmail.com ; Phone: 541-764-3456.



Office Use Only

Received by: _____ Date: _____

Landscape and Design Committee Comments/Recommendations:

Board Approval

This REA is: _____ Approved _____ Denied Date: _____

Authorized Signature: _____

Notice of Completion Received: Date: _____ By: _____